

TO: All Jurisdictions Participating in the ED Allocation**DATE: June 1, 2002****SUBJECT: Cancellation of File Management / Income Verification Training**

IMPORTANT CHANGE

Purpose of this memo:

Due to restrictions in travel related to the State Budget, the majority of workshops that were scheduled throughout the State for Income Verification and File Management are canceled. **There will be one workshop conducted in Woodland** on June 18, 2002 as previously scheduled. The Agenda is attached.

Seating for this workshop will be limited !! Please fax back the attached sign up seat as soon as possible.

Woodland

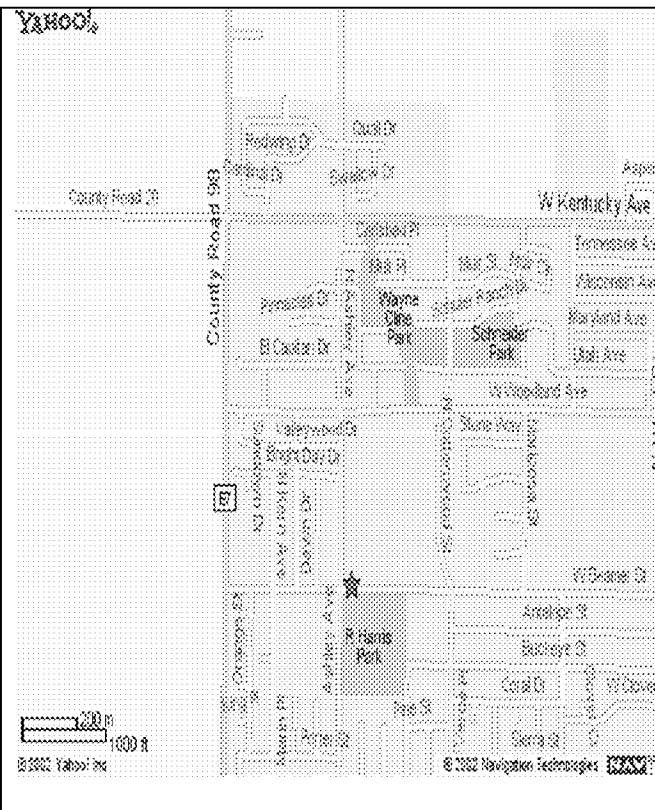
Tuesday, June 18, 2002

**Yolo County
Planning/Public Works Dept Conference Room
292 West Beamer
Woodland, CA 95695**

Contact: Janet Myles (916) 263-0463
Economic Development Representative
CDBG Program

Parking: Free Street parking near building

Facility Phone Number: (530) 666-8775



For further information:

Please check our website <http://www.hcd.ca.gov/ca/cdbg/> or contact the CDBG Program Secretary at (916) 263-0485 or your CDBG Field Representative

2002 File Management & Income Verification Workshop

AGENDA

8:30-9:00 a.m.	Registration
9:00 - 9:15 a.m.	Introductions
9:15 a.m. – 11:00 a.m.	Establishing a File Management System Benefits and Obligations Model Filing System Format
11:00 – 11:20 a.m.	BREAK
11:20 a.m. – 1:00 p.m.	Model Filing System Format; cont.
1:00 - 2:00 p.m.	LUNCH
2:00 - 2:15 p.m.	TIG Eligibility Criteria <ul style="list-style-type: none">• National Objectives• TIG Benefiting Activities
2:15 – 2:45 p.m.	TIG Documentation <ul style="list-style-type: none">• Getting Started• Activity Documentation
2:45 – 3:30 p.m.	TIG Verification <ul style="list-style-type: none">• Methods of TIG Verification
3:30 - 4:00 p.m.	Summary/Questions

FAX IT BACK

File Management and Income Verification Workshop

**Yolo County
Planning/Public Works Dept Conference Room
292 West Beamer
Woodland, CA 95695
June 18, 2002**

Seating at this workshop will be limited so please indicate your intention to attend the workshop by faxing back this form listing who will be attending from your jurisdiction or firm.

TO: Gayle Pitt

Fax # (916) 263-0468

Jurisdiction: _____

Firm: _____

Persons Attending:
